

University of Texas Medical Branch	Effective Date:	Nov 07
Pulmonary Function Clinic	Revised Date:	Aug 23
Policy 01-09 Compliance With CAP Terms	Review Date:	Aug 23

Compliance with CAP Terms of Accreditation

Audience Pulmonary Medicine Faculty, fellows and Pulmonary Function personnel.

Policy Pulmonary Function Laboratories shall comply with the College of American Pathologists (CAP) terms of accreditation to maintain accreditation.

Principle Terms of accreditation are listed in the official notification of accreditation letter issued by the CAP. Immediate notification of CAP is required and shall be given for the following:

1. Investigation of the laboratory by a government entity or adverse media attention related to laboratory performance. Notification must occur no later than 2 working days after the laboratory learns of an investigation or adverse media attention.
2. Change in laboratory test menu (notification must occur prior to starting new patient testing)
3. Change in location, ownership or directorship of the laboratory. Notification must occur prior to the changes(s); or, in the case of unexpected changes, no later than 2 working days afterwards.

Guidelines If requested, staff will be a part of CAP inspection team during a two-year accreditation cycle.

The Director will coordinate completion and submission of application materials within 35 days of the date sent by CAP.

Pulmonary Function Lab shall participate annually in CAP Surveys or a CAP approved alternative proficiency testing program.

Laboratory administrator or designee shall update CAP organizational profile of changes in location, ownership, or laboratory director. Laboratory Director change includes the Notification Change Form, a signed copy of the new director's curriculum vitae (excluding SS# and publications), a completed Laboratory Director Questionnaire, and an organizational chart showing names and titles. Following a new directorship, the laboratory will review polices with new director within three months of the change.

Prior to starting new patient testing, the Pulmonary Function Laboratory shall notify CAP of the change in laboratory test menu. A CAP Test Menu Change Form will be submitted to CAP prior to beginning that test.

CAP will be notified within 2 working days of whenever the laboratory finds itself the subject of an investigation by a state or federal agency, or adverse media attention related to laboratory performances.

A CAP self-evaluation will be performed in the interim year of accreditation, with any noted deficiencies corrected. A Self Evaluation Verification Form will be submitted to CAP denoting completion.

A CAP sign will be posted in each room patient testing occurs for reporting quality concerns.

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If for any reason, patient data will be available upon request.

References CAP Laboratory Accreditation Manual

This form documents the approval and history of the policies and procedures for the Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial approval. Annually thereafter, the Director and/or designee may approve reviews and revisions.

Date	Approved by:	Signature
11/07	V. Cardenas, MD Medical Director Pulmonary Laboratory	
7/09	V. Cardenas, MD No changes to the policy	
7/10	V. Cardenas, MD No changes to the policy	
2/12	A. Duarte, MD Medical Director Pulmonary Laboratory No changes to the policy	
5/14	A. Duarte, MD Medical Director Pulmonary Laboratory No changes to the policy	
6/16	A. Duarte, MD Medical Director Pulmonary Laboratory No changes to the policy	
11/17	A. Duarte, MD Medical Director Pulmonary Laboratory No changes to the policy	
9/19	A. Duarte, MD Medical Director Pulmonary Laboratory No changes to the policy	
8/21	A. Duarte, MD Medical Director Pulmonary Laboratory No changes to the policy	
8/23	A. Duarte, MD Medical Director Pulmonary Laboratory Changes to the policy	